



# OTCnet Release 2.0

## Information Session



# Introduction

# Welcome

Timing	Topic	Teams	Presenters
1:30pm – 1:35pm	Introduction & Kickoff	Fiscal Service	Reggie McKinney
1:35pm – 1:55pm	Release 2.0 Overview	Requirements Team	Alan Chun
1:55pm – 2:15pm	Training Demonstration & Resources for Agencies	Agency Adoption	Zelete Agosto Henry
2:15pm – 2:30pm	Q&A Session	Requirements Team Agency Adoption Fiscal Service	Bonnie Peters

# Release 2.0 Overview

# Release 2.0 Overview

In Release 2.0, Fiscal Service prioritized two projects, a new Check Capture Multiple Classification Key (C-Key) feature and Phase two of Straight Through Processing (STP)

New features and enhancements in this release include:

1. **Check Capture Multiple C-Key feature** enhances the current account classification functionality by allowing users to classify items and batches with multiple C-Keys
2. **Adjustment, Correction, and Rescission (ACR) Transactions** received from Debit Gateway are processed through OTCnet, as part of STP
3. **File Interface Specifications Version 3.0** is now available, allowing OTCnet Interphase Agencies to support the new features and enhancements made available in Release 2.0, including the Multiple C-Key feature
4. **Deposit Reporting View Deposit Page** enhancements improve overall performance of the View Deposit page

Additional features and enhancements in this release include:

1. **Agency comments** associated with a voucher that is sent to the Collections Information Repository (CIR)
2. **Sensitive But Unclassified (SBU)** Classification of Reports
3. **OTCnet Logo** updated

# Multiple Classification Key (C-Key) Feature

# Multiple C-Key Feature Overview

- The Multiple C-Key feature enhances current account classification functionality in Check Capture by allowing users to classify check items and batches with multiple Agency Accounting Codes or C-Keys
- Agencies have the flexibility to use the Multiple C-Key feature at the item-level or batch-level

## Item-Level vs. Batch-Level Classification

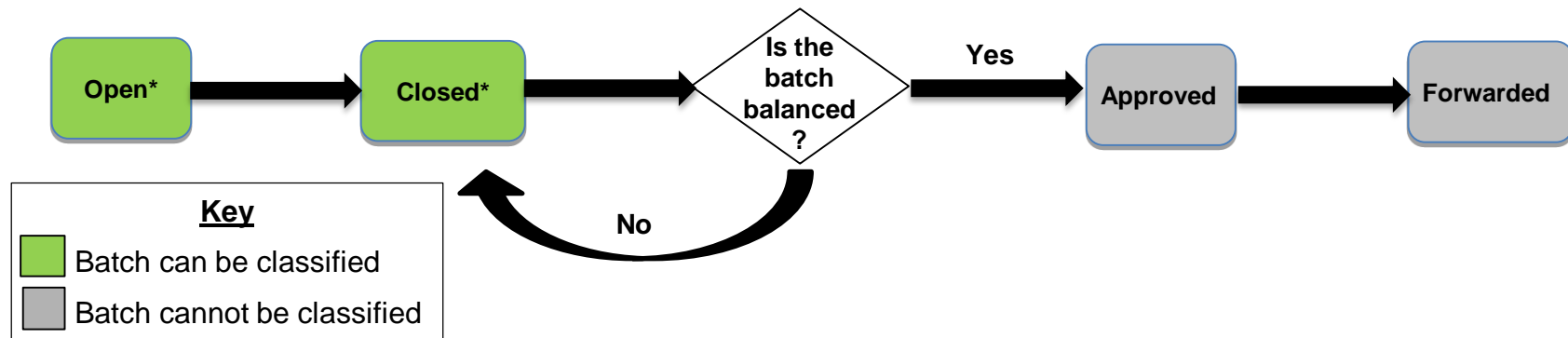
Item-Level Classification	Batch-Level Classification
<ul style="list-style-type: none"><li>• Item-Level Classification allows a user to select one or more C-Keys or Agency Accounting Codes to classify an <b><u>individual check</u></b> item prior to saving the scanned check item</li><li>• Item-Level Classification <b>occurs when scanning a check item</b> through OTCnet</li><li>• The Check Capture Operator and Lead Operator can complete item-level classification</li></ul>	<ul style="list-style-type: none"><li>• Batch-Level Classification allows users to select one or more C-Keys or Accounting Codes to classify <b><u>a batch</u></b> prior to approving the batch</li><li>• Batch-Level Classification <b>occurs when managing a batch</b> in OTCnet</li><li>• The Check Capture Supervisor, Check Capture Operator and Lead Operator can complete batch-level classification</li></ul>

# Multiple C-Key Impact on Batch Classification Process

## Changes to the Batch Classification Process

- The batch classification process has been impacted by the new Multiple C-Key feature
- Prior to Release 2.0, if a user with approve permission closed a batch, the batch would be approved, regardless of whether the batch was balanced or not
- However, in Release 2.0, if a user with Approver permission closes a batch, the batch would be:
  - **Approved**, if it is balanced
  - **Closed**, if the batch is not balanced
- Offline batches can be classified offline or can be classified online after it has been uploaded

## New Batch Classification Process



\*If an item is voided or edited prior to approval, the batch will need to be re-classified



# Multiple C-Key Impact on the Batch List & Item Detail Reports

The new Multiple C-Key feature impacts the Batch List and Item Detail Reports


Users know whether an item has been classified with one accounting code, multiple accounting codes, or if the item is part of a batch classified at the Summary level

A legend is included at the top of the report for easy reference:

- **Multiple** – Item is classified with more than one accounting code
- **Summary** – Item is part of a batch classified at the Summary level

## Batch List Report

SENSITIVE BUT UNCLASSIFIED



OTCnet Endpoint: 0000618702 - USMC 11th MEU

ALC+2: 0000618702

**Batch List**

Batch: DC38BD49-3E48-49B4-913E-40256CADB7CF

Date: 11/13/14 10:28 AM

Printed By: otcnet tcneqchkeadap

KEY - [S]tatus: [A]pproved, [V]oid; [T]ype: [P]ersonal, [N]onPersonal

Accounting Code/ Description

MULTIPLE - item is classified with more than one accounting code


SUMMARY - item is part of a batch classified at the Summary level

Processing Method: Customer Present

S	T	IRN	Capture Date Time	Bank No.	Account No.	Check No.	Amount	User Defined Fields	Agency Accounting Code	Description	Cashier
A	P	14158890890015495005	11/13/14 9:31 AM	043000261	33333438	0991	\$100.00	SSN:747202740	MULTIPLE	MULTIPLE	otcneq89

## Item Detail Report

SENSITIVE BUT UNCLASSIFIED



OTC Endpoint: Automation - Automation testing org

ALC + 2: 1236985754

**Item Detail**

Batch : 1930F0CD-D9AD-4E8A-82A0-E6F51A2AF5E3

Date : 02/19/2014 5:02:12 PM

Printed By: QCEC CCLO

KEY - [S]tatus: [A]pproved, [V]oid; [T]ype: [P]ersonal, [N]onPersonal

Accounting Code/ Description

MULTIPLE - item is classified with more than one accounting code

SUMMARY - item is part of a batch classified at the Summary level

Processing Method: Customer Present

S	T	IRN	Capture Date Time	Bank No.	Account No.	Check No.	Amount	User Defined Fields	Agency Accounting Code	Description	Cashier
A	P	13909288910026025587	1/28/14 12:08PM	021000018	12345678	1221	\$456.00	UDF Field Values	SUMMARY	SUMMARY	Cashier ID

# Multiple C-Key Impact on CIRA CSV and CIRA CSV Historical Reports

AO	AP	AQ
USER FIELD 24	AGENCY ACCOUNTING CODE, DESCRIPTION, AND CLASSIFICATION	Voucher Date
	11-19X1031: 11-19X1031: 15.25; OSTI M9X9500014: DOE Sponsored Software: 16.99; DOE Test Endpoint: DOE Test Endpoint Description111: 100.50; OSTI DEFAULT: OSTI DEFAULT: 155.99	1/29/2014 10:49
null	BPD 1: BPD 1: 10.00	1/29/2014 10:49
null	PNNL: TREAS: 50.00	1/29/2014 10:49
	OSTI M9X9500018: DOE Sponsored Software Foreign: 482.20; OSTI WWS: Added Factor; 50.55; 11-19X1031: 11-19X1031: 15.25; OSTI M9X9500014: DOE Sponsored Software: 16.99; DOE Test Endpoint: DOE Test Endpoint Description111: 100.50; OSTI DEFAULT: OSTI DEFAULT: 155.99	1/29/2014 12:01
	11-19X1031: 11-19X1031: 15.25; OSTI M9X9500014: DOE Sponsored Software: 16.99; DOE Test Endpoint: DOE Test Endpoint Description111: 100.50; OSTI DEFAULT: OSTI DEFAULT: 155.99; OSTI M9X9500018: DOE Sponsored Software Foreign: 482.20; OSTI WWS: Added Factor; 50.55; 11-19X1031: 11-19X1031: 15.25; OSTI M9X9500014: DOE Sponsored Software: 16.99; DOE Test Endpoint: DOE Test Endpoint Description111: 100.50; OSTI DEFAULT: OSTI DEFAULT: 155.99	1/29/2014 12:54
null	OSTI M9X0800007: WWS Alliance Project: 44.90; BPD 1: BPD 1: 10.00; PNNL: TREAS: 50.00	1/29/2014 13:06

- Agency Accounting Code, Description, and Classification Amount are included in same column
- If an item is part of a batch classified at the Summary Level, this column field is blank
- Agencies who use the CIRA CSV File to feed OTCnet data into a secondary system need to make modifications that require file recoding\*

\*Please refer to CIRA CSV Bulletin & Reference Guide for more details

# Adjustment, Correction, or Rescission (ACR) Transactions

# Adjustment, Correction, or Rescission (ACR) Transactions

## STP & ACR Overview

- ▶ Straight Through Processing (STP) improves the efficiency and management of funds sent to the Treasury's General Account (TGA)
- ▶ As part of STP, OTCnet implemented a number of changes required for FRB CA\$HLINK decommissioning and provide users with details on check transactions that have been categorized as ACR Transactions
- ▶ ACR Transactions are transactions that are adjusted, corrected, or rescinded after they have been processed in OTCnet
- ▶ This enhancement allows your agency to view and search this information in CIRA Query and in OTCnet Reports

## ACR Transaction Types

Adjustment Types	Correction Types	Rescission Type
<ul style="list-style-type: none"><li>• Represent Retired Transaction</li><li>• Transaction Amount Correction</li><li>• Duplicate Transaction Processed</li><li>• Non-Cash Item</li><li>• Warranty/Indemnity Claim</li></ul>	<ul style="list-style-type: none"><li>• Voucher Date Change</li><li>• Voucher Number Correction</li><li>• Voucher ALC Switch</li><li>• Transaction ALC Switch</li></ul>	<ul style="list-style-type: none"><li>• ACH Reversal</li></ul>

# ACR Transactions: Impact on CIRA Query Search Page

The CIRA Query screen now displays check transactions that are categorized as ACR Transactions

CIRA Query is now divided into two different searches:

- CIRA Query search transactions based on criteria (IRN, Bank Routing Number, Received Date, etc.) that has not been changed
- Search ACR Transaction using ACR criteria providing the user a more focused search against transactions that have been categorized as adjustment, correction, or rescission

## New CIRA Query Search Page

**CIRA Query**

Enter search criteria for the CIRA Item(s) you would like to view.

\* Denotes required fields.

**Search Criteria**

OTC Endpoint:\*

**Configured OTC Endpoints**

<< < 1-1 > >> of 1 Records

Select	OTC Endpoint	Highest Level Organization
<input checked="" type="radio"/>	CBP - Test	Customs and Border Protection Test Org

☒ Include Subordinates

▼ CIRA Query

▼ Search ACR Transaction

ACR Type:  
ALL ACR

ACR Reason Code:  
-- Select --

ACR Voucher Number:

ACR Settlement Date:\*

From 09/07/2014

To 12/05/2014

Cancel Clear Search Count

# ACR Transactions Impact on CIRA CSV Report and CIRA CSV Historical Report

- Similar to CIRA Query, report parameters page now include an ACR search section and the ACR sections for both reports have same criteria as CIRA Query – ACR search
- The following columns are added to the CSV reports:
  - ACR Type
  - ACR Reason Code
  - ACR ALC
  - ACR ALC+2
  - ACR Voucher Date
  - ACR Voucher Number
  - ACR Settlement Date
  - ACR Credit Indicator
  - ACR Amount
  - Legal Transaction Amount
- Federal Program Agencies who use the CIRA CSV File to feed OTCnet data into a secondary system needs to make modifications that requires file recoding\*

\*Please refer to CIRA CSV Bulletin & Reference Guide for more details

**CIRA CSV Historical Report**

Please enter CIRA CSV Historical Report search criteria.

\* Denotes required fields.

Search Criteria

OTC Endpoint:\*

Configured OTC Endpoints

<< < 1-1 > >> of 1 Records

Select	OTC Endpoint	Highest Level Organization
<input type="radio"/>	ALL	

☒ Include Subordinates

► CIRA CSV Historical Report

▼ CIRA CSV Historical Report - ACR

ACR Type:

ACR Reason Code:

ACR Voucher Number:

ACR Settlement Date:\*

From

To

# New ACR Activity Report

- The ACR Activity Report displays detailed information about Check Capture transactions that were categorized as ACR Transactions
- Agency Managers, Check Capture Administrators, Report Viewers, MVD Viewers, and the MVD Editors can access the report
- This report has two main sections:
  - Credit:** ACR transactions processed with a 215 Deposit Ticket
  - Debit:** ACR transactions processed with a 5515 Debit Voucher

Each section displays summary of ACR amounts and number of transactions

## ACR Activity Report

SENSITIVE BUT UNCLASSIFIED											
ACR Activity Report											
Generated: 12/05/2014 12:29:34 PM ET											
From Date: 12/05/2014											
To Date: 12/05/2014											
<b>Credit - ACR</b>											
Fiscal Agent: FRB Cleveland											
IRN	Original Voucher Number	Original Settlement Date	Original Voucher Date	Original Amount	ACR Amount	Legal Transaction Amount	ACR Voucher Number	ACR Settlement Date	ACR Voucher Date	ACR Type	ACR Reason Code
14185558100015741918	000003	11/25/2014	11/24/2014	\$ 14.00	\$ 126.00	\$ 140.00	800001	12/05/2014	12/05/2014	Adjustment	Transaction Amount Correction
OTC Endpoint: SruLLE2				ALC+2: 1601201200		\$ 126.00		Total Number Of Adjustments: 1			
Description: GWA - Y Summary								Total Number Of Corrections: 0			
<b>Credit ACR - Summary</b>											
Subtotal Adjustment Amount: \$ 126.00						Total Number Of Adjustments: 1					
Subtotal Correction Amount: \$ 0.00						Total Number Of Corrections: 0					
Total ACR Amount: \$ 126.00											
<b>Debit - ACR</b>											
Fiscal Agent: FRB Cleveland											
IRN	Original Voucher Number	Original Settlement Date	Original Voucher Date	Original Amount	ACR Amount	Legal Transaction Amount	ACR Voucher Number	ACR Settlement Date	ACR Voucher Date	ACR Type	ACR Reason Code
14185550350015741918	000003	11/25/2014	11/24/2014	\$ 39.34	\$ 39.34	\$ 0.00	800001	12/05/2014	12/05/2014	Adjustment	Warranty Indemnity Claim
OTC Endpoint: SruLLE7				ALC+2: 1601201600		\$ 39.34		Total Number Of Adjustments: 1			
Description: GWA - N Summary								Total Number Of Corrections: 0			
								Total Number Of Rescissions: 0			
14185489510015741918	000011	11/28/2014	11/27/2014	\$ 12.00	\$ 12.00	\$ 0.00	000014	12/05/2014	12/05/2014	Rescission	ACH Reversal
OTC Endpoint: GC\$3				ALC+2: 333333321		\$ 12.00		Total Number Of Adjustments: 0			
Description: NAF GWA-Y Summary								Total Number Of Corrections: 0			
								Total Number Of Rescissions: 1			
14185489510015741918	000012	11/28/2014	11/27/2014	\$ 19.34	\$ 19.34	\$ 0.00	000014	12/05/2014	12/05/2014	Rescission	ACH Reversal
OTC Endpoint: GC\$5				ALC+2: 9990000001		\$ 19.34		Total Number Of Adjustments: 0			
Description: GWA-Y Summary								Total Number Of Corrections: 0			
								Total Number Of Rescissions: 1			
<b>Debit ACR - Summary</b>											
Subtotal Adjustment Amount: \$ 39.34						Total Number Of Adjustments: 1					
Subtotal Correction Amount: \$ 0.00						Total Number Of Corrections: 0					
Subtotal Rescission Amount: \$ 31.34						Total Number Of Rescissions: 2					
Total ACR Amount: \$ 70.68											

# View Deposit Page



# Deposit Processing View Deposit Page

The screenshot shows the 'View Deposits' page in the 'Deposit Processing' section. The 'Select Display' dropdown is set to 'Adjustments in Error'. Below the dropdown, there is a text input field for selecting a voucher number and a 'Today's Date' of 12/04/2014. A table with columns for Voucher, Voucher Event State, Voucher Type, Voucher Date, Deposit Date, CAN, Voucher Amount, and Alert is shown, with a message 'No records found.' at the bottom. A 'Return Home' button is located at the bottom right.

Voucher	Voucher Event State	Voucher Type	Voucher Date	Deposit Date	CAN	Voucher Amount	Alert
No records found.							

To enhance performance, the View Deposit page in Deposit Reporting is separated into four different views

Users are able to select the following in the **Select Display** dropdown list:

1. My Deposits in Process
2. Deposits Within my Organization
3. Adjustments in Error
4. Deposits in Error

The screenshot shows the 'View Deposits' page in the 'Deposit Processing' section. The 'Select Display' dropdown is set to 'My Deposits in Process'. Below the dropdown, there is a text input field for selecting a voucher number and a 'Today's Date' of 12/04/2014. A table with columns for Voucher, Voucher Event State, Voucher Type, Voucher Date, Deposit Date, CAN, Voucher Amount, and Alert is shown, with a message 'No records found.' at the bottom. A 'Return Home' button is located at the bottom right.

Voucher	Voucher Event State	Voucher Type	Voucher Date	Deposit Date	CAN	Voucher Amount	Alert
No records found.							

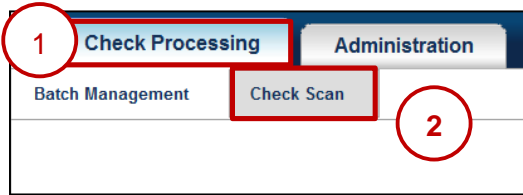
# File Interface Specification 3.0

# File Interface Specifications 3.0 Overview

- The Batch Upload service was enhanced to support:
  - The new Multiple C-Keys or Agency Accounting Code information
  - Batch Classification information and batch approved date information
  - Changed the maximum number of check items that can be uploaded per batch to 3,000 instead of 6,000
- OTCnet will support prior Interface Specifications versions, but it is recommended that interface agencies uploading batches using the Client Web Method Specification upgrade to version 3.0 to benefit from the new Multiple C-key feature in OTCnet
- If you are an OTCnet Interface Agency, to be able to support features made available in OTCnet Release 2.0, please ensure your agency develops your XML Schema Definition (XSD) according to Client Web Methods Interface Specifications Version 3.0

# Item-Level Classification Demo

# Multiple C-Key Feature: Item-Level Classification



**Check Scan**

Check Scan - Perform Check Scan

Agency Form Data

User: cclo0001  
Processing Method: Customer Present  
Item Type: Personal  
Amount: 0.00  
IRN:  
Bank  
Number:  
Check

Processing Mode  
SINGLE CHECK MODE

Batch  
Total Item Count: 0  
Key Item Count:

OTC Endpoint:  
Short name:  
TTHLL2  
Description:  
Training Team Test  
Hierarchy Lower Level 2

ALC + 2:  
2223334401

Processing Method:  
Customer Present

Item Type:  
Personal

Scan Controls:  
Start Scan  
Cancel  
Receipt  
Clear Form  
Save  
Scanner Config

Agency Accounting Code  
Agency Accounting Code:  
Description:

Scanned Check Image

Return Home

Processing Mode  
SINGLE CHECK MODE

Batch  
Total Item Count: 0  
Key Item Count:

OTC Endpoint:  
Short name:  
TTHLL2  
Description:  
Training Team Test  
Hierarchy Lower Level 2

ALC + 2:  
2223334401

Processing Method:  
Customer Present

Item Type:  
Personal

Scan Controls:  
Start Scan  
Cancel  
Receipt  
Clear Form  
Save  
Scanner Config

# Multiple C-Key Feature: Item-Level Classification

Check Scan

Check Scan - Perform Check Scan

Agency Form Data

User: ccl0001

Processing Method: Customer Present

Item Type: Personal

Amount: 100.00

IR N: 12345678901234567890

Bank Number: 987654321

Check Number: 1112223334

Account Number: 123

Processing Mode

SINGLE CHECK MODE

Batch

Total Item Count:1

Key Item Count:1/1

OTC Endpoint:

Short name: TTHLL2

Description: Training Team Test Hierarchy Lower Level 2

ALC + 2: 2223334401

Processing Method:

Customer Present

Item Type:

Personal

Scan Controls:

Start Scan

Receipt

Clear Form

Save

Scanner Config

Agency Accounting Code

Agency Accounting Code:

Description:

Scanned Check Image

TEST IMAGE-TEST IMAGE-TEST IMAGE

PAY TO THE ORDER OF *Test Check* \$100.00

*One Hundred dollars*

SAMPLE - NOT NEGOTIABLE

101083191 888898571 0008

Return Home

Agency Accounting Code

Agency Accounting Code:

Description:

# Multiple C-Key Feature: Item-Level Classification

## Account Classification

### Account Classification

Select an accounting code, enter the amount, and click **Add** for each subtotal of the items.

IRN	12345678901234567890
Item Amount	\$ 100.00
Variance:	\$ 0.00

Agency Accounting Code\*

97XCIHO - Cash Held Outsi

Amount\*

50

Add >>

Agency Accounting Code	Description	Amount	Remove
\$TEST	Test \$	\$ 25.00	<input type="checkbox"/>
TEMP ACCOUNT CODE	for testing purpose	\$ 25.00	<input type="checkbox"/>
97XCIHO	Cash Held Outside Treasury	\$ 50.00	<input type="checkbox"/>
Total Accounting Codes: 3		Total	\$ 100.00

Update

Cancel

Save

# Multiple C-Key Feature: Item-Level Classification

Check Scan

Check Scan - Perform Check Scan

Agency Form Data

User: ccl0001

Processing Method: Customer Present

Item Type: Personal

Amount: 100.00

IR N: 12345678901234567890

Bank Number: 987654321

Check Number: 1112223334

Account Number: 123

Agency Accounting Code

Agency Accounting Code:

Description:

Scanned Check Image

TEST IMAGE-TEST IMAGE-TEST IMAGE

PAY TO THE ORDER OF: *Test Check*

\$ 100.00

*One Hundred dollars*

SAMPLE - NOT NEGOTIABLE

101083190 888898571 0008

Processing Mode

SINGLE CHECK MODE

Batch

Total Item Count: 1

Key Item Count: 1/1

OTC Endpoint:

Short name: TTHLL2

Description: Training Team Test Hierarchy Lower Level 2

ALC + 2:

2223334401

Processing Method:

Customer Present

Item Type:

Personal

Scan Controls:

Start Scan

Cancel

Receipt

Clear Form

Save

Scanner Config

Processing Mode

SINGLE CHECK MODE

Batch

Total Item Count: 1

Key Item Count: 1/1

OTC Endpoint:

Short name: TTHLL2

Description: Training Team Test Hierarchy Lower Level 2

ALC + 2:

2223334401

Processing Method:

Customer Present

Item Type:

Personal

Scan Controls:

Start Scan

Cancel

Receipt

Clear Form

Save

Scanner Config

Return Home



# Batch-Level Classification Demo

# Multiple C-Key Feature: Batch-Level Classification

1

Check Processing

Administration

Batch Management

2

Check Scan

Search Batch

Search Batch

Batch Search Conditions

<< < 1 - 1 > >> of 1 Records

Select	OTC Endpoint	ALC + 2	Description
<a href="#">Check All / Clear All</a> <input type="checkbox"/>	TTHLL2	2223334401	Training Team Test Hierarchy Lower Level 2

Created On Date

From Date:  
08/07/2014

To Date:  
09/05/2014

Batch ID:

Cashier ID:

Batch Status:

Select	Status	Description
<a href="#">Check All / Clear All</a> <input type="checkbox"/>	OPEN	Open - accepting new checks
<input type="checkbox"/>	CLOSED	Closed - no new checks
<input type="checkbox"/>	APPROVED	Approved - ready for settlement process
<input type="checkbox"/>	FORWARDED	Forwarded - sent for settlement

Cancel

Search

3

# Multiple C-Key Feature: Batch-Level Classification

### Summary of Batches

12

#### View Batches

<<First <Prev 1 Next> Last>> | 1 out of 1 pages | 1 to 2 out of 2 records | 15 ▾

Select	Batch ID	Creator	OTC Endpoint	ALC+2	Created On	Total Item C	Total Amount
<input checked="" type="checkbox"/> 4	3BFABA2-79D8-A99E-79FB618FD2A3	ccl00001	TTHLL2	2223334401	8/20/2014 5:05:35 PM	1	20.00
<input type="checkbox"/>	CA0F0C55-9DEB-4FEE-AF20-4D8E65770E1F	ccl00001	TTHLL2	2223334401	8/20/2014 4:50:07 PM	2	15.00

Previous

Cancel

Close Batch

### Batch and Check Details

#### View Checks

#### Batch Summary

OTC Endpoint	LL2
Description	Lower Level 2
ALC + 2	0000209902
Batch ID	3BFABA2-79D8-4541-A99E-79FB618FD2A3
Creator	ccl00009
Created On	9/10/2014 11:35:46 AM
Total Item Count	1
Total Amount	20.00
Approved Item Count	1
Approved Amount	20.00
Voided Item Count	0
Voided Amount	0.00
Status	OPEN
Active	✓

#### Batch Navigation

◀

▶

#### Batch Control

Batch Control Count	0
Batch Control Amount	0.00
Count Variance	-1
Amount Variance	-20.00

Balance

#### Batch Commands

Void All

5

View/Edit Classification

Print Batch List

# Multiple C-Key Feature: Batch-Level Classification

Account Classification

Account Classification

View Account Classification

Batch ID	3BFBABA2-79D8-4541-A99E-79FB618FD2A3
Batch Total	\$ 20.00
Variance:	\$ 20.00

6

Edit

Close

# Multiple C-Key Feature: Batch-Level Classification

Account Classification

Account Classification

Select an accounting code, enter the amount, and click **Add** for each subtotal of the batch.

Batch ID

3BFBABA2-79D8-4541-A99E-79FB618FD2A3

Batch Total

\$ 20.00

Variance:

\$ 0.00

Agency Accounting Code\*

1213 - Accounting Code

Amount\*

15.00

Add >>

Agency Accounting Code	Description	Amount	Remove
1212	Accounting Code 1	\$ 5.00	<input type="checkbox"/>
1213	Accounting Code 2	\$ 15.00	<input type="checkbox"/>
Total Accounting Codes: 2		Total	\$ 20.00

Update

Cancel

Save

7

8

9

# Additional Resources


# Additional Resources

To learn more about the additional features and enhancements made available in Release 2.0, please reference the following documents:

## CIRA CSV Bulletin

## CIRA CSV Reference Guide

## Release 2.0 Fact Sheet



### CIRA CSV Bulletin

In Spring 2015, OTCnet Release 2.0 will bring changes to the Central Image Research Archive Comma Separated Value (CIRA CSV) Report. These changes enhance the OTCnet application and allow agencies to use the report more effectively. Agencies may need to take actions to prepare for these changes. This CIRA CSV Bulletin is designed to provide you with the information and resources necessary to prepare for these enhancements.

**CIRA CSV Report**  
The CIRA CSV is the Comma Separated Value report that provides a line item with detailed information about all check transactions.

**Upcoming Changes**  
When OTCnet Release 2.0 becomes available, the OTCnet application will begin receiving Adjustment, Correction, and Rescission (ACR) transaction information. Consequently, the CIRA CSV Report will be updated to display ACR information and accounting code information.

First, the online search criteria for the CIRA Query will expand to include four ACR parameters: ACR Type, ACR Reason Code, ACR Voucher Number and ACR Settlement Date.

Additionally, the CIRA CSV file will now display the following fields:

• ACR Type	• ACR Voucher Date	• ACR Amount
• ACR Reason Code	• ACR Voucher Number	• Legal Transaction
• ACR ALC	• ACR Settlement Date	• Amount
• ACR ALC+2	• ACR Credit Indicator	• Voucher Date

These new fields will impact the number of columns in the CIRA CSV Report.

**Agency Impact**  
Although all OTCnet Check Capture Agencies will benefit from changes being made to the CIRA CSV Report, only agencies that use the CIRA CSV document to feed OTCnet data into a secondary system need to take any actions.

**Actions Required**  
Agencies that use the CIRA CSV document to feed OTCnet data into a secondary system need to adjust their file to account for the new columns in the CIRA CSV Report.


If agencies do not take action, they will not be able to continue to use the CIRA CSV File to feed OTCnet data into a secondary system after Release 2.0 becomes available.

**Recommended Actions**  
After you adjust your file to account for the additional columns, the OTCnet Team recommends that you test the changes made with a sample file. For your convenience, we have attached a sample file.

**New File Layout**  
The CIRA CSV file will consist of multiple lines and is defined as follows:


- Each line is terminated by a carriage return followed by a new line (ODOA)
- The first five lines consist of header information and always exist. The Agency's item data begins on line six
- The file is terminated by an empty line followed by ODOA

Bureau of the Fiscal Service      October 2014



### CIRA CSV File


#### Reference Guide



### Release 2.0 Fact Sheet

In Spring 2015, Release 2.0 will introduce exciting new features to OTCnet that strengthen the application and address agency feedback. This release will focus primarily on adding the Multiple Classification Key (C-Key) functionality to the Check Capture Component. Additionally, this release will add the reporting of Adjustments, Corrections, and Rescissions (ACR). Below you will find information about these enhancements.

#### Multiple Classification Keys (C-Keys)

<b>What is the Multiple Classification Keys (C-Keys) feature and what is its benefit?</b> This feature allows users to select more than one C-Key or Accounting Code to classify a check item or an entire batch at the summary level. The benefit of this new feature is that all check transactions processed through Check Capture can be classified at the point of initiation as a Central Accounting Reporting System (CARS) reporter.	<b>Where can agencies enter multiple C-Keys?</b> Agencies can enter multiple C-Keys when scanning a check item or when managing a batch. To classify a check item with multiple C-Keys, a Check Capture Lead Operator (CCLO) or Check Capture Operator (CCO) can first scan a check and enter the Amount and any User Defined Field data, and then click the Multiple radio button. An Account Classification dialog box will appear and the CCO or CCLO can then enter the multiple C-Keys or Accounting Codes.	<b>Additional OTCnet Features</b> If you would like to learn more about additional OTCnet functions, please visit the OTCnet training webpage by clicking the following link or copying and pasting the address into your browser: <a href="http://www.fms.treas.gov/otcnet/training.html">http://www.fms.treas.gov/otcnet/training.html</a>
<b>What is the difference between summary level and item level classification?</b> Summary level classification allows a user to select one or more C-Keys or Accounting Codes to classify a batch prior to approving the batch. Item level classification allows a user to select one or more C-Keys or Accounting Codes to classify an individual check item prior to saving the scanned check item.	<b>How will the Multiple C-Key feature impact the approval process?</b> All OTCnet agencies must classify batches when they are a CARS reporter. When classifying a batch with multiple C-Keys, a CCLO, CCO, or Check Capture Supervisor (CCS) can click <b>Check Processing</b> , click <b>Batch Management</b> , enter batch <b>Search Criteria</b> , click <b>Search</b> , and then click <b>View/Edit Batch Classification</b> . An Account Classification dialog box appears, click <b>Edit</b> and enter C-Keys.	<b>Contact Us</b>  <b>For additional assistance, please contact:</b>  The OTCnet Customer Service Team 866-945-7920 <a href="mailto:PMG.OTCChannel@fsl.com">PMG.OTCChannel@fsl.com</a>
<b>How can my endpoint start classifying batches with multiple accounting codes?</b> An HLAS must specify if an OTC Endpoint is configured to be classified at the Summary Level or Item Level. If you have any questions or concerns, please contact the Treasury OTC Support Center.		

# Future Release



## Future Releases: Release 2.1 Overview

OTCnet Release 2.1 will complete the archival process that was introduced in Release 1.5 for check transactional data and expanded to deposit reporting data. In addition, it will introduce new features into the OTCnet system that will better support agencies' needs. The changes include the following:

1. Deposit and adjustment data will be archived based on voucher date. As a result, new historical reports will be added to allow agencies to download these archived deposits and adjustments that are older than 5 years
2. The Foreign Check Deposit process will be enhanced to display the current day's Exchange Rate and US dollar Equivalent amount allowing a user to reference this information prior submitting for confirmation
3. The Foreign Currency code list for foreign check items will be updated to reflect currencies that are supported by Bank of America. This will prevent users from creating foreign check deposits with unsupported currency codes

# Q&A Session

# Appendix

# Appendix A: Modify Organization

Check ProcessingAdministration

Manage OrganizationsManage Check ProcessingAudit

Location: HomeAdministrationManage OrganizationsOrganization HierarchyModify

Modify Organization

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Step 2 of 3: Update OTC Endpoint Information

Update the OTC Endpoint information.

Organization Hierarchy: A UAT HLO - UAT High Level Organization  
OTC Endpoint: 1 Gen UAT - General UAT Endpoint - 7777777A5  
\* Denotes required fields.

General

Short Name\*  
1 Gen UAT

Description\*  
General UAT Endpoint

Allow OTC Endpoint to create deposits for over-the-counter collections

Check Cashing Policies

Data Privacy

Enable Check Capture

Add lower levels to this OTC Endpoint

Advanced Administration

Debit Gateway  
☒ Yes ☐ No

☒ Report Only Summary Level Data to CIR

☒ Summary Level Classification

Specify Agency Comments: